**Title I Reimbursement Guidelines**

For auditing reasons we cannot reimburse for purchases paid with personal funds.  Options for purchasing are as follows:

1.      If you make a purchase with your personal funds and the total cost is under $100:

1.      you can work with your principal for reimbursement through your school’s petty cash account

2.      the district has several merchants set-up for purchase orders around Missoula. Check with your school secretary or principal.

3.      The district has a Costco credit card that can be checked out at the Business Building for making Title I purchases under $100 at Costco.

2.      For purchases greater than $100:

1.      please fill out a spending request form, have your principal sign it, approving the purchase, and send it to the Title I office in the administration building on 6th Street for approval.  Trish Kirschten will order the item through Fusion.  Please make sure that all necessary ordering information (company, item numbers, price, etc…) is included.